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CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDS Conference Room

25 August 1971

1. Present were: 25X1A

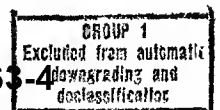


2. Items of interest at the DD/P Staff Meeting

a. Administration Economy Measures. Mr. Karamessines said that he still had no specific guidelines to report in terms of the proposed 5% cut in strength. He said that the Director on Monday of this week had emphasized that the Agency must comply with the President's wish to reduce the number of employees in government and that it may well be painful for us. It was mentioned that the Office of Management and Budget will probably require two or three weeks more to arrive at guidelines for the various agencies in government. In the meantime, all agencies must report back to OMB the plans they would employ to achieve the average grade rollback. Mr. Karamessines said he felt the CS would be in a tight promotion situation apart from the current 90 day freeze on wages and prices. In this connection he reiterated the Director's decision that for the time being we will process no grade promotions or any type of within-grade promotions. At the Deputies' meeting this morning, Mr. Coffey suggested that we might defer EOD's until the situation is clarified.

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b. Project Evaluations. Mr. Karamessines directed that all concerned adopt a hard line on approving or recommending for approval any new projects or renewal of existing projects in view of decreased funds, which seem quite probable. He instructed that new projects be initiated or old ones continued only if they are producing or will produce meaningful and important intelligence information which we have been directed to acquire.

3. No regular DD/S Staff Meeting this week.

4. Other Items of Interest

a. Requisitioning Safes and File Equipment. The Executive Director-Comptroller has informed each Deputy Director of a new records storage control policy designed ultimately to reduce the net annual increase in the storage loads imposed on the Records Center to zero. To avoid accumulation of old records at Headquarters rather than at the Center, the DD/S has been directed to cease issuing additional safes and other file equipment in the Washington area unless the requirement is fully justified. Before requisitions are submitted to DD/S (Chief, Support Services Staff is action officer), [REDACTED] the DDP/RMO will be required to review your requisitions and be satisfied the requirement is valid.

25X1A

b. Snow Emergency List. We have handed you a request to update your listing of personnel who should be provided home-to-work transportation during snow emergencies. We have also asked you to give us the name of one individual in each of your components who could assist LSD during a snow emergency. Please let us have your responses to both of these memoranda by mid-September.

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